




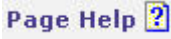
## Searching and Applying for Positions

The purpose of this procedure is to provide assistance in the process of searching and applying for open positions through the NEATS online recruitment system.

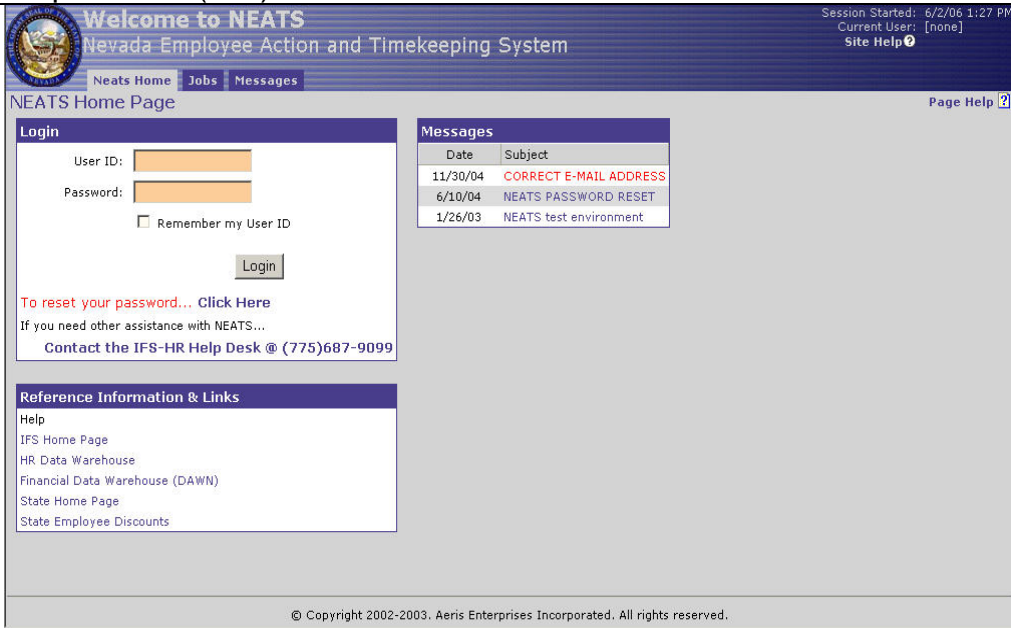
Once a person has completed their applicant profile in NEATS, he/she is then able to apply online to receive consideration for open positions. This procedure details the steps necessary to search and apply for positions that appear in the NEATS recruiting system. There are two tasks that are detailed in this procedure, which are the following:

- A. Searching for a Job
- B. Applying for a Position

### Important Note and Reminders

- Where applicable, use the  button when available to avoid inadvertently losing your information instead of the  or  button(s) in the Internet browser to return to a previous screen.
- Click on  to get assistance information on any particular page.

## A. Searching for a Job

Step	Description
1.	<p>If you are a current state employee, log in to NEATS using your User ID and password. (If you are not a current state employee, go to Personnel's web site at <a href="http://dop.nv.gov/">http://dop.nv.gov/</a> and click on the link to the online recruiting system.)</p> <p>For instructions on how to obtain a user ID and password please see the procedures for "Registering and Completing the Applicant Profile". For assistance with your User ID and password, please contact the IFS Help Desk at (775) 687-9099.</p>
	
2.	Click on the "Jobs" tab.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/30/06 8:38 AM  
Current User: mshannon  
Site Help? Logoff?

Neats Home Time Employee Training Recruiting **Jobs** Messages

NEATS Home Page

**User Information**  
Name: SHANNON, MICHEAL  
Home Address: [REDACTED]  
Home Phone: [REDACTED]

**Messages**

Date	Subject
11/30/04	CORRECT E-MAIL ADDRESS
6/10/04	NEATS PASSWORD RESET
1/26/03	NEATS test environment

**Personal Tasks**  
Change Password  
Update My Email Address  
Update My Password Hint  
View/Change Personal Information

**Reference Information & Links**  
Help  
IFS Home Page  
HR Data Warehouse  
Financial Data Warehouse (DAWN)  
State Home Page  
State Employee Discounts

**Time and Leave**  
**My Time and Leave Summary:**  
**My Tasks**  
Create a new timesheet  
List My Timesheets

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3. A page titled “Applicant Home” will appear and this is the place to start your job search.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/30/06 8:38 AM  
Current User: mshannon  
Site Help? Logoff?

Neats Home Time Employee Training Recruiting **Jobs** Messages

Applicant Home

**Menu**  
View My Profile  
Applicant Home  
Job Search Home

**Browse Recruitments by Occupational Group**  
AGRICULTURE & CONSERVATION  
CLERICAL & RELATED SERVICES  
DOMESTIC SERVICES  
EDUCATION  
ENGINEERING & ALLIED  
FISCAL MANAGEMENT & STAFF SERVICES  
LIBRARY & ARCHIVES  
MECHANICAL & CONSTRUCTION TRADES  
MEDICAL, HEALTH & RELATED SVCS  
REGULATORY & PUBLIC SAFETY  
SOCIAL SERVICES & REHABILITATION  
UNCLASSIFIED ANNOUNCEMENTS

**Applications:**

ID	Class	Description	Status	Submit Date	Close Date	Action
240	02.211	ADMIN ASSISTANT 3	Draft		07/28/2006	TODD

**Saved Job Searches:**

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

Search for More Jobs

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4. The Applicant Home provides links to view and track the applications you have submitted, view Job searches you have previously saved, browse recruitments by occupational group, provides links to the Job Search Home page and the ability to view the applicant profile.
5. Click on either the Job Search Home link under the “Menu” option or the “Search for More Jobs” link under the Saved Job Searches area.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 6/30/06 8:38 AM  
Current User: mshannon  
Site Help Logoff

Neats Home Time Employee Training Recruiting Jobs Messages

**Applicant Home** Page Help

**Menu**

- View My Profile
- Applicant Home
- Job Search Home

**Browse Recruitments by Occupational Group**

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SVCS
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- UNCLASSIFIED ANNOUNCEMENTS

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**Saved Job Searches:**

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

Search for More Jobs

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6. The Jobs Home page allows you to utilize several search options, from the most recent posting, by occupational group or even more specific. The section at the bottom of the screen title "New Jobs" shows several of the most recent job postings. Another option is the "Browse Recruitments by Occupational Group" on the left hand side. This section is a group of links that filter the search options by the broad occupational group. Finally the search tool (that allows for more finely tuned results) consists of the drop down menu and text field.

**Menu**

- View My Profile
- Applicant Home
- Job Search Home

**Browse Recruitments by Occupational Group**

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SVCS
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- UNCLASSIFIED ANNOUNCEMENTS

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, political affiliation or disability, as outlined in the State Affirmative Action Plan.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to view each category listed in Quick Links to ensure you are aware of all the employment opportunities available to you.

Search Phrase:

Location: -- Any Job Location --

Category: -- Any Occupational Group --

Search

The search feature finds job classifications with active recruitments only. Click here to view a list of all job classifications.

**New Jobs (5 most recent Job Postings):**

Job Classification	Post Date	Close Date	Dept.	Location	Salary (FT) or Rate (PT)
GEODESIST 3	06/29/2006	07/14/2006	Treasurer's Office	Elko	\$21 - \$31 per hr
ADMIN ASSISTANT 3	06/29/2006	07/14/2006	Department of Health and Human Services	Battle Mountain	\$0 - \$0 per yr
GEODESIST 3	06/29/2006	07/14/2006	Attorney General	Battle Mountain	\$21 - \$31 per hr
CORRECTIONAL OFFICER	06/29/2006		Department Of Corrections		\$37,981 - \$56,146 per yr
CORRECTIONAL OFFICER	06/28/2006		Department Of Corrections		\$37,981 - \$56,146 per yr



7. To utilize the New Jobs or occupational group options, simply click on whichever available link you desire. If you have more specific results in mind, type the words into the Search Phrase box, then select a specific

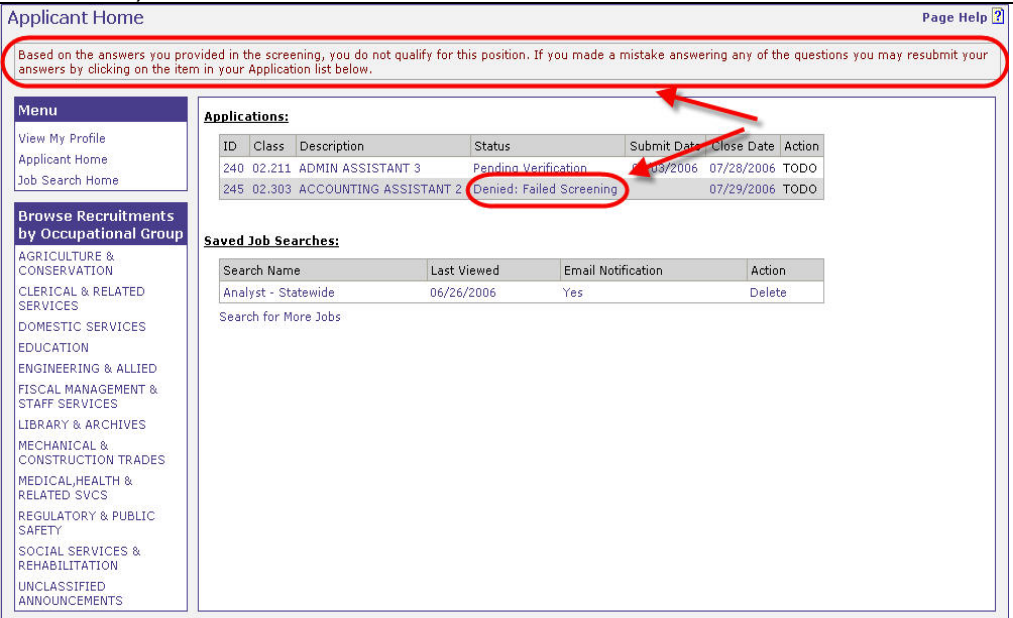


	<div> <div>Announcement</div> <div>Page Help </div> </div> <div> <div>State of Nevada Announces Recruitment for...</div> <div> <div>ADMIN ASSISTANT 3 - 02.211</div> <div> <div>APPROXIMATE ANNUAL SALARY (PAY GRADE 27):</div> <div>With Employee Contributions: \$0.00 to \$0.00</div> <div>Without Employee Contributions: \$0.00 to \$0.00</div> <div> <ul style="list-style-type: none"> <li>A permanent, full time vacancy</li> <li>Department: Department of Health and Human Services</li> <li>Division: Welfare Division</li> <li>Location: Carson, Minden, Gardnerville, Genoa</li> <li>Open to All Qualified Persons</li> <li>Applications accepted until 07/28/06</li> </ul> </div> </div> <div> <div>ANNOUNCEMENT NUMBER 240</div> <div> <ul style="list-style-type: none"> <li>Posted 06/27/06</li> <li>Direct Inquiries to:</li> <li>ROBERT BURD</li> <li>(702)486-2912</li> <li>or email <a href="mailto:rburd@dop.nv.gov">rburd@dop.nv.gov</a></li> <li>TDD for the Hearing Impaired (800) 326-6868</li> </ul> </div> </div> </div> <div> <div>The Position</div> <div>Administrative Assistants provide clerical, secretarial and administrative support duties for a manager or a specialized program.</div> <div>Administrative Assistant 3's in the Welfare Division perform office management duties for a field office.</div> <div>To see full Class Specifications visit: <a href="#">TBD</a></div> </div> <div> <div>To Qualify</div> <div>Education and Experience</div> <div>1) Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience.</div> <div>Special Notes</div> <div>1) Some positions require specialized skills, experience, certification or requirements which will be identified by the hiring authority at the time of recruitment or list certification.</div> <div>Additional Position Experience</div> <div>1) The position requires experience using NEATS.</div> </div> <div> <div>Apply</div> <div>Cancel</div> </div> </div>
10.	<div> <div>If you are interested in applying, click on the  button (Click  if you are not). For instructions on applying to a specific job, please see the section titled "Applying for a Position."</div> </div>



## B. Applying for a Position

Step	Description		
1.	After searching for and reviewing a job announcement you are interested in, click the  button.		
	<p><a href="#">Announcement</a> <span style="float: right;"><a href="#">Page Help ?</a></span></p> <p style="text-align: center;"><b>State of Nevada Announces Recruitment for...</b></p> <p><b><u>ADMIN ASSISTANT 3 - 02.211</u></b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p><b>APPROXIMATE ANNUAL SALARY (PAY GRADE 27):</b>  <b>With Employee Contributions: \$0.00 to \$0.00</b>  <b>Without Employee Contributions: \$0.00 to \$0.00</b></p> <ul style="list-style-type: none"> <li>■ A permanent, full time vacancy</li> <li>■ Department: Department of Health and Human Services</li> <li>■ Division: Welfare Division</li> <li>■ Location: Carson, Minden, Gardnerville, Genoa</li> <li>■ Open to All Qualified Persons</li> <li>■ Applications accepted until 07/28/06</li> </ul> </td><td style="width: 50%;"> <p><b>ANNOUNCEMENT NUMBER 240</b></p> <ul style="list-style-type: none"> <li>■ Posted 06/27/06</li> <li>■ Direct Inquiries to:            ROBERT BURD            (702)496-2912            or email <a href="mailto:rburd@dgp.nv.gov">rburd@dgp.nv.gov</a></li> <li>■ TDD for the Hearing Impaired (800) 326-6868</li> </ul> </td></tr> </table> <p><b>The Position</b>  Administrative Assistants provide clerical, secretarial and administrative support duties for a manager or a specialized program.</p> <p>Administrative Assistant 3's in the Welfare Division perform office management duties for a field office.</p> <p><b>To see full Class Specifications visit:</b> <a href="#">TBD</a></p> <p><b>To Qualify</b></p> <p><b>Education and Experience</b></p> <p>1) Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience.</p> <p><b>Special Notes</b></p> <p>1) Some positions require specialized skills, experience, certification or requirements which will be identified by the hiring authority at the time of recruitment or list certification.</p> <p><b>Additional Position Experience</b></p> <p>1) The position requires experience using NEATS.</p> <p style="text-align: right;">  <input type="button" value="Apply"/> <input type="button" value="Cancel"/> </p>	<p><b>APPROXIMATE ANNUAL SALARY (PAY GRADE 27):</b>  <b>With Employee Contributions: \$0.00 to \$0.00</b>  <b>Without Employee Contributions: \$0.00 to \$0.00</b></p> <ul style="list-style-type: none"> <li>■ A permanent, full time vacancy</li> <li>■ Department: Department of Health and Human Services</li> <li>■ Division: Welfare Division</li> <li>■ Location: Carson, Minden, Gardnerville, Genoa</li> <li>■ Open to All Qualified Persons</li> <li>■ Applications accepted until 07/28/06</li> </ul>	<p><b>ANNOUNCEMENT NUMBER 240</b></p> <ul style="list-style-type: none"> <li>■ Posted 06/27/06</li> <li>■ Direct Inquiries to:            ROBERT BURD            (702)496-2912            or email <a href="mailto:rburd@dgp.nv.gov">rburd@dgp.nv.gov</a></li> <li>■ TDD for the Hearing Impaired (800) 326-6868</li> </ul>
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2.	The next step in the process is to answer the prescreening questions on the Pre-Screening page.		
	<p><a href="#">Pre-Screening</a> <span style="float: right;"><a href="#">Page Help ?</a></span></p> <p><b>Additional Position Experience</b></p> <p>1. Do you have experience using NEATS?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Education and Experience</b></p> <p>1.</p> <p><input type="radio"/> Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities</p> <p><input type="radio"/> One year of experience as an Administrative Assistant II in Nevada State service</p> <p><input type="radio"/> An equivalent combination of education and experience</p> <p> <input type="button" value="Next &gt;&gt;"/> <input type="button" value="Cancel"/> </p>		
3.	The pre-screening page presents questions to the applicant regarding the minimum qualifications and additional requirements (if applicable). Please carefully read the question(s) and accurately answer them (by		

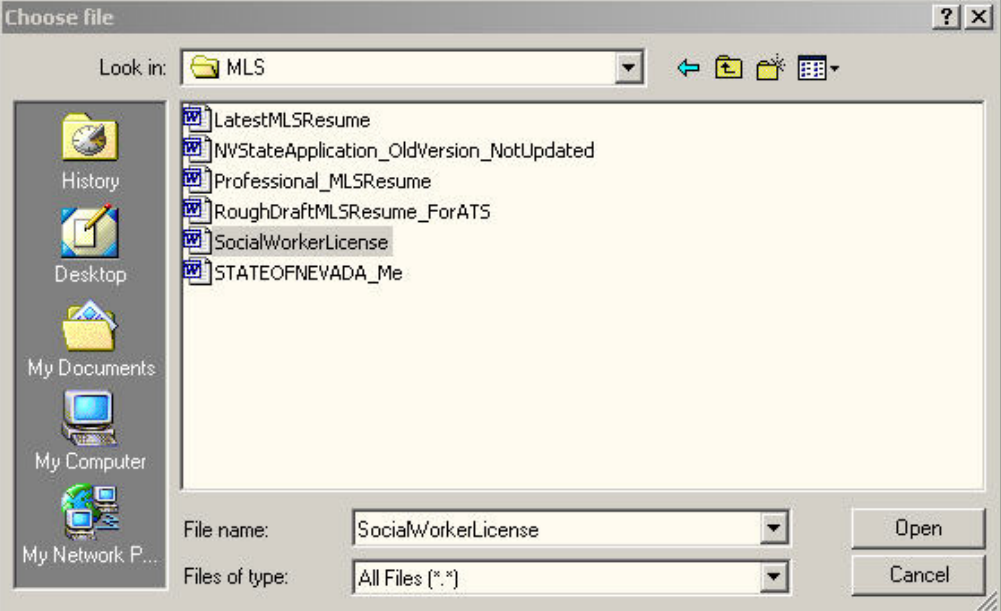


	<p>selecting Yes/No, a multiple-choice option or by providing a typed response if prompted). There are no “right” or “wrong” answers to these questions. Only an accurate self-representation of your education and experience is required. <i>Note: An equivalent combination of education and experience means an amount of education and experience found to be equal to that which is asked for. For example, if a position requires a degree and one year of experience making widgets, one acceptable equivalent may be a high school diploma and three years of experience making widgets.</i></p>
4.	<p>If you do not pass the prescreening, you will receive a message indicating as such and the status of your application is changed to “Denied.” (There are also on screen instructions for correcting possible mistakes.)</p>
	 <p>The screenshot shows the 'Applicant Home' page. At the top, a red-bordered message box states: 'Based on the answers you provided in the screening, you do not qualify for this position. If you made a mistake answering any of the questions you may resubmit your answers by clicking on the item in your Application list below.' Below this, the 'Applications' table shows two entries. The first entry, ID 240, is 'ADMIN ASSISTANT 3' with a status of 'Pending Verification'. The second entry, ID 245, is 'ACCOUNTING ASSISTANT 2' with a status of 'Denied: Failed Screening'. A red circle highlights the 'Denied: Failed Screening' status, and a red arrow points from the message box to this status. The 'Saved Job Searches' table below shows one search named 'Analyst - Statewide' with a 'Last Viewed' date of '06/26/2006' and an 'Email Notification' set to 'Yes'. A 'Delete' link is visible in the 'Action' column.</p>
5.	<p>If you pass the prescreening, you will be taken to the following page asking for further completion of the application.</p>



	<div data-bbox="370 191 1365 810"> <div>Job Application <span>Page Help ?</span></div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div>You last updated your employee profile on 07/27/2006. If there have been any changes, please click the button below to review and update your profile before you submit your application.</div> <div>View/Update Profile</div> <div>Next&gt;&gt; Save Delete Submit Cancel</div> </div>
6.	The Job Application page has five tabs: Profile, Exam, Departments, Attachments and Signature. Click on the Profile tab.
7.	The Profile tab displays the date your applicant profile was last updated and reminds you to view and update your profile if there have been any changes <i>before</i> submitting your application. Click the <div>View/Update Profile</div> button to go to your applicant profile or <div>Next&gt;&gt;</div> to move to the Exam Tab.
	<div data-bbox="370 1108 1365 1728"> <div>Job Application <span>Page Help ?</span></div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div>You last updated your employee profile on 07/27/2006. If there have been any changes, please click the button below to review and update your profile before you submit your application.</div> <div>View/Update Profile</div> <div>Next&gt;&gt; Save Delete Submit Cancel</div> </div>
8.	The Exam tab displays information regarding the examination required for this position. Click <div>Next&gt;&gt;</div> to move to the Departments tab.

	<div data-bbox="370 191 1365 810"> <div>Job Application <span>Page Help ?</span></div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div> <div>Exam Type:</div> <div>Exam Description:</div> <div></div> </div> <div> <div>&lt;&lt; Previous</div> <div>Next &gt;&gt;</div> <div>Save</div> <div>Delete</div> <div>Submit</div> <div>Cancel</div> </div> </div>
9.	<p>The Departments tab displays a list of departments for you to choose from. Select only those for which you would be willing to work. Check the appropriate boxes and click <b>Next&gt;&gt;</b> to move to the Attachments tab. (Note: the departments tab may not appear for all job postings)</p>
	<div data-bbox="370 978 1365 1598"> <div>Job Application <span>Page Help ?</span></div> <div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position below.</div> <div> <div>Profile</div> <div>Exam</div> <div>Departments</div> <div>Attachments</div> <div>Signature</div> </div> <div>Departments you are willing to work in -- check one or more</div> <div> <div> <input type="checkbox"/> Administration <input type="checkbox"/> Colorado River Commission <input type="checkbox"/> Commission on Post Secondary Ed <input type="checkbox"/> Cultural Affairs <input type="checkbox"/> Employment, Training and Rehab <input type="checkbox"/> Lieutenant Governor <input type="checkbox"/> Office of the Military <input type="checkbox"/> Public Utilities Commission <input type="checkbox"/> TRAC Training Department <input type="checkbox"/> Treasurer's Office </div> <div> <input type="checkbox"/> Agriculture <input type="checkbox"/> Commission on Ethics <input type="checkbox"/> Conservation and Natural Resources <input type="checkbox"/> E-er Ins Co of NV - Privatized <input type="checkbox"/> Gaming Control Board <input type="checkbox"/> Motor Vehicles <input type="checkbox"/> Personnel <input type="checkbox"/> Records Certification Class <input type="checkbox"/> Taxation <input type="checkbox"/> University/Community College Sys of NV </div> <div> <input type="checkbox"/> Attorney General <input type="checkbox"/> Commission on Mineral Resources <input type="checkbox"/> Controllers Office <input type="checkbox"/> Economic Development <input type="checkbox"/> Health and Human Services <input type="checkbox"/> Office of Veterans Affairs <input type="checkbox"/> Public Employees Benefits Program <input type="checkbox"/> Retirement Board <input type="checkbox"/> Tourism <input type="checkbox"/> WICHE </div> <div> <input type="checkbox"/> Business and Industry <input type="checkbox"/> Commission on POST <input type="checkbox"/> Corrections <input type="checkbox"/> Education <input type="checkbox"/> Information Technology <input type="checkbox"/> Office of the Governor <input type="checkbox"/> Public Safety <input type="checkbox"/> Secretary of State <input type="checkbox"/> Transportation <input type="checkbox"/> Wildlife </div> </div> <div> <div>&lt;&lt; Previous</div> <div>Next &gt;&gt;</div> <div>Save</div> <div>Delete</div> <div>Submit</div> <div>Cancel</div> </div> </div>
10.	<p>The Attachments tab function is to allow you to attach files that are relevant to the application such as copies of transcripts, professional licenses or proof of veteran's status. However, do not attach resumes or training certificates.</p>

	<div><div>Job Application</div><div>Page Help ?</div></div> <div><div>Based on the answers you provided in the screening, you meet the minimum qualifications to apply for this position. You may complete the application for this position below.</div><div><div>Profile</div><div>Exam</div><div>Departments</div><div>Attachments</div><div>Signature</div></div><div><div>Attachments:</div><div>This section is for attaching items that are relevant to this application. Examples of acceptable attachments are:</div><div><ul style="list-style-type: none"><li>School transcripts</li><li>Licenses</li><li>Proof of Veteran Status</li></ul></div><div>Please DO NOT attach resumes or training certificates here.</div><div><div>Action</div><div>File</div><div>Size</div><div><div><div>+</div></div>Add New Attachment...</div></div></div><div><div>&lt;&lt; Previous</div><div>Next &gt;&gt;</div><div>Save</div><div>Delete</div><div>Submit</div><div>Cancel</div></div></div>
11.	<div>If you need to attach a file to the application, click the <div><div>+</div></div> <a href="#">Add New Attachment...</a> link.</div>
	<div><div>Attachment</div><div>Page Help ?</div></div> <div><div>Select File to Attach:</div><div><div></div><div>Browse...</div></div><div><div>Apply</div><div>Cancel</div></div></div>
12.	<div>Click on the <div>Browse...</div> button and locate the file you wish to attach. Click on the file and select Open.</div>

	
13.	To attach the file, click  .
	
14.	Repeat the process for multiples files.

15.

Job Application

Page Help ?

Profile

Exam

Departments

Attachments

Signature

Attachments:

This section is for attaching items that are relevant to this application. Examples of acceptable attachments are:

- School transcripts
- Licenses
- Proof of Veteran Status

Please DO NOT attach resumes or training certificates here.

Action	File	Size
	Ager.doc	27648
	Add New Attachment...	

<< Previous

Next >>

Save

Delete

Submit

Cancel

16.

After you have finished, click to move to the Signature tab.

The Signature tab is the place where you review important information regarding the application you are submitting. In order to proceed, you must select the check box agreeing to the terms and select . If there are any errors or missing items an onscreen note will appear flagging any incomplete items with instructions on how to correct them.  
*Note: At any time before submitting you wish to simply save your progress or cancel what you have done thus far, click the or button.*

17.

Job Application

Page Help ?

Profile

Exam

Departments

Attachments

Signature

IMPORTANT

- I declare that any statement in this application or information provided is true and complete. I understand that if I provide false information I may subject myself to the penalty provisions of NRS 284.430.
- At the time of application, I attest that I have the legal right to reside and work in this country (proof required upon employment).
- In connection with this application, I authorize the State of Nevada and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with the State and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release the State of Nevada and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

☐ I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

This selection is optional

<< Previous

Save

Delete

Submit

Cancel

17.

Once you have submitted the application and everything is complete,

the Applicant Home page will appear with a message indicating your application has been submitted. If you registered with an email address, you should also receive an email indicating the receipt of your application.

**Applicant Home** Page Help ?

Your application has been submitted. You can track the status of your application by returning to this page.

**Menu**

- View My Profile
- Applicant Home
- Job Search Home

**Browse Recruitments by Occupational Group**

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SVCS
- REGULATORY & PUBLIC SAFETY
- SOCIAL SERVICES & REHABILITATION
- UNCLASSIFIED ANNOUNCEMENTS

**Applications:**

ID	Class	Description	Status	Submit Date	Close Date	Action
240	02.211	ADMIN ASSISTANT 3	Pending Verification	07/03/2006	07/28/2006	TODO
245	02.303	ACCOUNTING ASSISTANT 2	Pending Verification	07/03/2006	07/29/2006	TODO

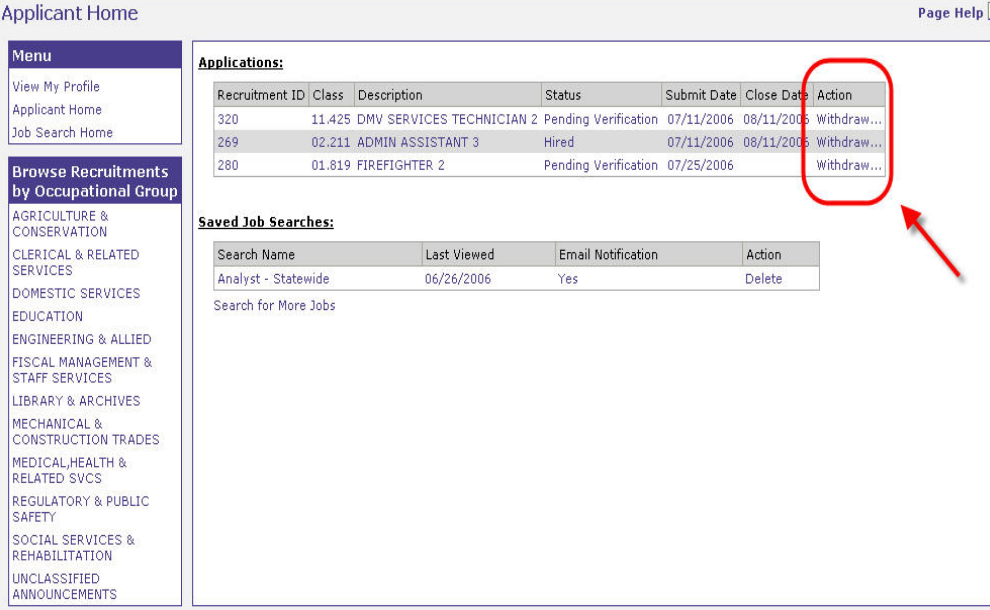
**Saved Job Searches:**

Search Name	Last Viewed	Email Notification	Action
Analyst - Statewide	06/26/2006	Yes	Delete

Search for More Jobs

18. The NEATS system allows you to track the status of your application after it has been submitted. The following is a list of status definitions:
- Additional Information – application is waiting for resubmission by applicant in providing clarifying information.
  - Denied: Failed Screening – did not pass the prescreening questions.
  - Denied: Failed Verification – After a full evaluation, the application did not meet the minimum qualifications or requirements.
  - Draft – not yet been submitted but it has been started.
  - Eligible – is eligible to be considered for the position
  - Hired – selected for the position
  - Not Eligible – not eligible to be considered for the position, may have failed examination.
  - Not Hired – not selected for the position
  - Pending Verification – waiting for application to be fully evaluated by recruiter
  - Verified – recruiter has verified possession the minimum qualifications and/or additional requirements – awaiting the examination.
  - Withdrawn – application has been withdrawn from consideration
- E-mails are generated to the applicant once a status is given to the application and when a status is changed.



19.	<p>If you decide that you'd like to withdraw your application from consideration, click "Withdraw" on the Applicant Home page (which is under the My Application section in the column titled "Action".) A dialog box will appear asking you if you are sure you want to withdraw – click "Yes" if that is the case. <b>Note: Once an application has been withdrawn, you cannot reapply for that particular position unless you call the recruiter and request a change in the status of your application.</b></p>
	
20.	<p>If there is written testing involved, a paper notice will be mailed to you indicating when and where the examination is going to be held. Paper notices may also be sent to you indicating your score on a particular examination.</p>
21.	<p>Also, please remember that you need to apply for every single opening you are interested in, so please check our openings often and/or sign up for email notifications of search results.</p> <p>It is the responsibility of the <u>applicant</u> to apply for all openings of interest to him/her and to ensure all the information in the applicant profile and application is accurate and up-to-date.</p> <p>If you have any questions regarding an application you submitted, please contact the recruiter either by email or by phone. (Before calling, ensure the recruiter is the one listed on the specific announcement you applied for.) We are always happy to provide assistance. If you have other questions (or cannot reach the recruiter), then please call the front desk at (775) 684-0150 or toll free at 1-800-992-0900.</p>